PHILIP MORRIS U.S.A.

INTER-OFFICE CORRESPONDENCE

RICHMOND, VIRGINIA

To: • PM USA Records Coordinators

Date: February 23, 1994

From: • Lewis Cummings

Subject: • NOTICE OF DISPOSAL SUSPENSION

The attached Notice of Disposal Suspension lists certain records in addition to those listed in Appendix A of the PM USA Records Management Manual which are suspended from disposal. This Notice of Disposal Suspension should be placed in your Records Management Manual and should be reviewed in addition to Appendix A prior to approving the disposal of any records.

I will notify you upon the release of any of these records from the disposal suspension. If you have questions, please let me know.

Attachment

c: M. Z. DeBardeleben
W. G. Insley
W. Lynch, III
J. L. Miller
C. C. Purcell
E. W. Reese
K. W. VandenBroek
J. R. Ward
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